Resolution #12
1978-1979

TO: PRESIDENT ALBERT W. BROWN
FROM: THE FACULTY SENATE
RE: XX I. Formal Resolution (Act of Determination)
     II. Recommendation (Urging the fitness of)
     III. Other (Notice, Request, Report, etc.)

SUBJECT: Addition to Final Examination Policy

Add the following sentence by asterisk to number 2 of the Final Examination Policy. The statement should appear at the bottom of page 1.

*Instruction time (excluding registration and final examinations) cannot be shortened from that designated by the Academic Calendar without written approval from the appropriate administrative officer.

Signed Date Sent 5/2/79
(Charles Jenkins, President, Faculty Senate)

TO: THE FACULTY SENATE
FROM: PRESIDENT ALBERT W. BROWN
RE: I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION

(a) Accepted. Effective Date May 24, 1979
(b) Deferred for discussion with the Faculty Senate on
(c) Unacceptable for the reasons contained in the attached explanation

II. III. a. Received and acknowledged
   b. Comment: also approves Resolution #15

DISTRIBUTION: Vice Presidents: Ting, Bailey, Roller, Smith, etc.
Others as identified: Faculty Senate

Distribution Date:

Signed: (President of the College)

Date Received by the Senate: Jun 4, 1979
Policy on Examination at the End of Semester

Meeting on ____________________________
(Date)

RE: 1. Formal Resolution (Act of Determination)
    2. Recommendation (Urging the Illness of)
    3. Other (Notice, Request, Report, etc.)

SUBJECT: Policy on Examination at the End of Semester

(See attached)

To: THE FACULTY SENATE

From: PRESIDENT ALBERT W. BROWN

RE: I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION

A. Accepted. Effective Date May 24, 1979 (See Res. W 24 for details)

B. Deferred for discussion with the Faculty Senate on ______________

C. Unacceptable for the reasons contained in the attached explanation

II. III.

a. Received and acknowledged

b. Comment:

DISTRIBUTION: Vice Presidents: Return to the Senate

Others as identified:

Distribution Date: ____________________________

Signed: ________________ (President of the College) 5/24/79

Date Received by the Senate: Dec. 17, 1978

June 4, 1979

Charles Jenkins, President, Faculty Senate.

Signed ________________ Date Sent 12/12/78

(Date for the Senate)
STATE UNIVERSITY COLLEGE
Brockport, New York

Faculty Senate
319 Administration Bldg.

Resolution #15, 1978-79
Meeting date: 12/11/78

Policy on Examination at the End of Semester

1. Each member of the faculty shall have the right and the responsibility to
determine the form and content of end-of-the-semester examinations (whether
of the comprehensive "final" type or of the "last unit" type), subject to
departmental regulation. Specifically, he or she may determine that some
other form of evaluation is more appropriate.

2. All end-of-the-semester examinations of the comprehensive "final" or "last
unit" type shall be given during the period designated in the academic
calendar for examinations according to a schedule published no later than
mid-semester by the Registrar.*

3. Take-home examinations, term papers, and term projects may be scheduled
with a due date during the last week of classes or during the examination
period.

4. The periods designated for examinations shall be spread over a period of
at least five days. Each examination period shall be two hours in length.
There shall be at least 15 minutes (and if possible, 30 minutes) between
examination periods.

a. Examinations for single section courses will be scheduled according
to normal class meeting times, and places.

b. Multiple section courses having a common class meeting will be
examined during the examination period assigned for the common
meeting time.

c. Multiple section courses for which a single examination is required
of all sections may be examined according to the meeting times of
the several sections, or a request may be made for special scheduling
at the time the course is requested to be listed in the class schedule.
Five examination periods will be reserved for the scheduling of
such multiple section courses. Preference will be given to courses
with large enrollments.

5. The Registrar shall have the responsibility to permute the end-of-the-
semester examination schedule so that no particular class meeting time
is continually assigned to any one examination period.

6. Changes from the published schedule may be made only under extremely
unusual circumstances, and with the approval of the appropriate Dean.
Resolution #15, 1978-79
Examination at End of Semester

Clearance for the physical arrangements will be made with the appropriate administrative officer. The instructor is obliged to notify his or her students of such re-scheduling at least three weeks prior to the examination.

*7. Students with more than two examinations in one day or with more than one examination scheduled during the same time shall have the right to request re-scheduling. The scheduling difficulty must be verified by the appropriate administrative officer, after which the examination will be re-scheduled for a time mutually agreeable to the instructor and the student. At least one period on the last day of the end-of-the-semester examination period shall be reserved for the resolution of conflicts which cannot otherwise be resolved.

* Changes from previous policy.